



## United States Fish & Wildlife Service

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02/05/2003

### Memorandum

**From** AD-Budg, Planning & Hum Res

**Subject** Dismissal and Closure Procedures Due to Adverse Weather

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#### Introduction

The following guidance will be applied for Fish and Wildlife Service employees in the D.C. Metropolitan area. These Office of Personnel Management (OPM) guidelines apply to situations that prevent significant numbers of employees in the Washington, DC, area from reporting for work on time or which require agencies to close all or part of their activities, including adverse weather conditions (snow emergencies, severe icing conditions, floods, earthquakes, and hurricanes) and other disruptions of Government operations (air pollution, disruption of power and/or water, interruption of public transportation, etc.).

These procedures apply to employees (including employees telecommuting from an alternative worksite) in all executive agencies located inside the Washington Capital Beltway. These procedures do not apply to employees of the U.S. Postal Service, the government of the District of Columbia, or private sector entities, including contractors.

#### “Delayed Arrival” and “Early Dismissal” Policies

OPM has simplified the procedures associated with disruptions both before and after the workday begins. A “delayed arrival” policy will be announced in those situations that require Federal agencies to open later than normal, and employees will be directed to plan to arrive at work not more than a specified number of hours later than they would normally arrive. An “early dismissal” policy will be announced when Federal agencies must close for the remainder of a workday.

#### Communicating Announcements

Announcements of the current weather status and/or the status of Government operations will be available on OPM’s web site at <http://www.opm.gov>. Recorded messages on operating status also will be provided by OPM’s Office of Communications on (202) 606-1900.

#### Guidance on Closures, Delayed Reporting or Early Dismissal

The following two charts outline the type of announcements that will be made by OPM and what

the announcement means to employees and reporting to work. **Note:** Employees who must leave work earlier than their official dismissal time will be charged annual leave or leave without pay from the time of their departure through the remainder of the workday. Employees on pre-approved leave for the entire day are charged leave for the entire day.

## DISRUPTION BEFORE THE WORKDAY BEGINS

*OPM will provide one of the following five announcements to the media when a disruption occurs before the workday begins. These announcements do NOT apply to individuals who are designated as emergency employees. Emergency employees are expected to report for work on time unless excused by their supervisors.*

Announcement	What Announcement Means
1. Federal agencies in the Washington, DC, area are <b>OPEN</b> ; employees are expected to report for work on time.	Employees are expected to report for work on time.
2. Federal agencies in the Washington, DC, area are <b>OPEN</b> under an <b>UNSCHEDULED LEAVE</b> policy.	Employees who cannot report for work may take unscheduled leave for their entire scheduled workday. Employees are required to notify their supervisor of their leave.  Emergency employees are expected to report for work on time.
3. Federal agencies in the Washington, DC, area are <b>OPEN</b> under a <b>DELAYED ARRIVAL</b> policy. Employees should plan to arrive for work no more than ## hours later than they would normally arrive.	Employees should plan their commutes so that they arrive for work no more than ## hours later than they would normally arrive. Employees who arrive for work more than ## hours later than their normal arrival time will be charged annual leave or leave without pay for the additional period of absence from work.  Emergency employees are expected to report for work on time.
4. Federal agencies in the Washington, DC, area are <b>OPEN</b> under a <b>DELAYED ARRIVAL/UNSCHEDULED LEAVE</b> policy. Employees should plan to arrive for work no more than ## hours later than they would normally arrive, and employees who cannot report for work may take unscheduled leave.	Employees should plan their commutes so that they arrive for work no more than ## hours later than they would normally arrive. Employees who arrive for work more than ## hours later than their normal arrival time will be charged annual leave or leave without pay for the additional period of absence from work. Employees are required to notify their supervisor of their leave.  Employees who cannot report for work may take unscheduled leave for their entire scheduled workday.

	Emergency employees are expected to report for work on time.-
5. Federal agencies are <b>CLOSED</b> .-	Federal agencies are closed. Emergency employees are expected to report for work on time.

## DISRUPTION AFTER THE WORKDAY BEGINS

*OPM will provide the following announcement to the media when a disruption occurs after the workday begins. This announcement does not apply to individuals who are designated as emergency employees. Emergency employees are expected to remain at work unless excused by their supervisors.*

Announcement	What Announcement Means
Federal agencies in the Washington, DC, area are operating under an <b>EARLY DISMISSAL</b> policy. Employees should be dismissed by their agencies ## hours earlier than their normal departure time from work.	<p>Employees should be dismissed by their agencies relative to their normal departure times from work. For example, if a 3-hour <b>early dismissal</b> policy is announced, workers who normally leave their offices at 4:00 p.m. should leave at 1:00 p.m. Employees who must leave work earlier than their official dismissal time will be charged annual leave or leave without pay from the time of their departure through the remainder of their <b>scheduled workday</b>.</p> <p>Employees on pre-approved leave should be charged leave for the entire day.</p> <p>Emergency employees are expected to remain at work.</p>